

## **MADERA COUNTY**

### **SENIOR ACCOUNT CLERK**

#### **DEFINITION**

Under direction, to lead, oversee, and participate in the more complex and difficult work of clerical accounting staff responsible for accounting and statistical record keeping assignments involving the maintenance and processing of a variety of records; to provide information and assistance regarding inquiries concerning an assigned work area; to perform a variety of technical tasks relative to assigned areas of responsibility; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level clerical and technical accounting staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Account Clerk class series. Incumbents perform a variety of the most difficult clerical accounting and statistical record keeping assignments, requiring knowledge and understanding of the functions, procedures, and operations of the assigned department and Madera County. Job duties also include providing lead supervision and training to assigned staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Leads, oversees, and participates in the more complex and difficult work of clerical accounting staff responsible for maintaining and processing a variety of financial and statistical records; trains assigned accounting staff including in the areas of work assignments, methods, techniques, and the use and operation of equipment in the assigned area; verifies work of assigned employees for completion of assignment, accuracy, proper work methods, techniques, and compliance with applicable policies, procedures, standards, and guidelines; performs the full range of complex and difficult clerical accounting duties including gathering, assembling, posting, and tabulating financial and statistical data and information; maintains a variety of financial and statistical records; assists with the preparation of financial and statistical reports; processes warrants, bills, and other documents involved in financial record keeping; verifies purchase orders; prepares and distributes warrants; assists with the maintenance of work and time records; receives monies and maintains records of receipts; balances cash received and prepares deposits; maintains subsidiary ledgers; receives, reviews, and maintains information concerning claims; receives telephone calls and provides information to County staff and the public regarding the functions and policies of assigned area; performs a variety of general office assistance assignments; as assigned, computes and types bills for taxes and other services; maintains financial and statistical records for public assistance eligibility and programs including audits and verifies eligibility determination calculations; issues business licenses; operates modern office equipment including typewriter, and calculating and computer equipment.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles of lead supervision and training.  
Principles and procedures used in clerical accounting record keeping and reporting.  
Operations, services, and activities of an accounting program.  
Principles of report preparation.  
Principles and practices used in dealing with the public.  
Modern office practices, methods, and computer equipment.  
Use and application of computer equipment and software programs relative to assigned area.  
Mathematical principles.  
Alphabetical, numerical, and subject matter filing systems.

**Skill to:**

Operate modern office equipment including calculating equipment.  
Type and enter data at a speed necessary for successful job performance.

**Ability to:**

Provide lead supervision and training to assigned accounting staff.  
Perform the full range Account Clerk duties independently.  
Understand the organization and operation of the assigned department and the County necessary to assume assigned responsibilities.  
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Prepare and maintain accurate and complete financial and statistical records.  
Identify and reconcile errors.  
Accurately tabulate, record, and balance assigned transactions.  
Perform mathematical computations quickly and accurately.  
Meet and deal tactfully and effectively with the public.  
Respond to questions from the public and County personnel regarding policies and procedures for assigned area.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

***Madera County***  
***Senior Account Clerk (Continued)***

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**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of increasingly responsible clerical accounting experience comparable to that of an Account Clerk I/II with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995